

STATE LIBRARY OF MASSACHUSETTS

ANNUAL REPORT

FOR

FISCAL YEAR 1994

JULY 1993 - JUNE 1994

Annual Report of the Board of Trustees

To the Governor and to the Honorable Senate and House of Representatives in
General Court assembled:

The Trustees of the State Library make this their eighty-fourth annual report for the
fiscal year ending June 30, 1994, under provisions of Chapter 5, Section 37, of the
General Laws (Tercentenary Edition).

Trustees of the State Library
July 1, 1993-June 30, 1994

By Virtue of State Office Held:

William M. Bulger

President of the Senate

Designee:

Charles F. Flaherty

Speaker of the House of

Representatives

Designee: Representative Marie J. Parente

Michael Joseph Connolly

The State Secretary

Designee: Dr. Albert H. Whitaker, Jr.

Appointed by the Governor:

Date of Appointment

Frances Burke

January 14, 1982

87 Ardale Street, Roslindale, MA 02131

Andrea Gordon

June 1, 1991

163 Gun Hill Street, Milton, MA 02186

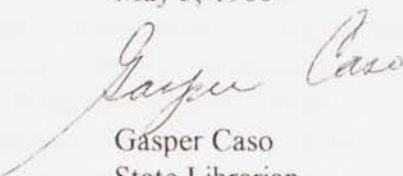
Robert H. McClain, Jr.

May 3, 1988

9 Walnut Street, Boston, MA 02108


Marie J. Parente

Chairperson


Gasper Caso

State Librarian

ANNUAL REPORT OF THE STATE LIBRARIAN

July 1, 1993-June 30, 1994

This year has been marked by a concentration on both new ventures for the State Library and on attention to our core mission of collecting and making available for research use materials about Massachusetts in all of its many aspects. We have been very involved in the automation of the Library's catalog of holdings and also in planning other activities in which computerization can improve the Library's efficiency and service to its users. At the same time we have added some 1600 publications of Massachusetts state agencies to our collection in line with our mandate to collect all materials published by these agencies. Our cataloging department has made great progress in reducing the cataloging backlog of these publications, so that they are almost immediately available for use after they are received by the Library. We continue to microfilm all state documents received into our collection in our arrangement with Research Publications of Woodbridge, Connecticut. Our local history collection, another important resource in the State Library, has seen many additions this year due to the work of the Special Collections staff. We have received several manuscript collections which will be of interest to researchers in years to come; these are outlined in the reports which follow. The State Librarian and members of the Library staff continue to be active in various organizations and groups which benefit the library as a whole. The State Librarian serves on the Boards of Directors of the Boston Library Consortium, the Central/Western Massachusetts Automated Resource System, and the New England Deposit Library and is a member of the state's Records Conservation Board. Library staff members participate in various committees of the Boston Library Consortium, including the Collection Development, Program, Information Technology, and Union List committees. The Special Collections Librarian acts as the Library's liaison to the Board of Library Commissioners' Statewide Committee on Preservation and Access and is a member of the Committee for a New England Bibliography.

Any library is only as good as its staff and the State Library was fortunate this year to be able to add several people to its personnel. In August, 1993, three new staff members were added to the Technical Services Department: Judith Carlstrom as a Cataloger, Librarian I, Wendy Mailot as a Library Technician in the Serials Department, and Chaleunphone Nokham as a Library Technician in Cataloging and Serials. In November, 1993, Joling Chia was hired as a Library Technician in the Reference Department, with primary responsibility in the area of government documents. Susan Edmonds was hired as the Manager of the Technical Services Department in January, 1994. We also had two resignations during the year: Joling Chia resigned in March, 1994, and Claire Goodwin resigned in June, 1994 to accept a position as Project Archivist at WGBH-Channel 2.

Planning for the automation of the Library's catalog was a major activity this year and spanned all of the departments in the Library. The Library's own Automation Committee met regularly to keep the project on track and to try to bring it to fruition. Details of the project are outlined in the departmental reports which follow. Planning and discussion also took place about how to begin a retrospective conversion project for the Library's holdings which are not yet reflected in our on-line public access

catalog. A small selection of records of materials from the Special Collections Department was sent to a vendor to be converted to machine-readable form this year as a test case for a larger project which it is hoped will follow. An application was submitted for funds which became available through the Commonwealth's Information Technology Bond; the application outlined a project which would allow conversion of records for a variety of library materials to machine readable form and provide the resources for a local area network within the Library as well as an upgrade to some of the Library's computer equipment.

Space for its ever-growing collection is always a concern for the Library and various materials which no longer met the criteria set forth in the Library's collection development policy were de-selected during the year; most were transferred to other libraries within the Boston Library Consortium. An on-going de-selection project in the social sciences promises a more appropriate collection in that area as well as some room for growth in other areas of the Library's stacks.

Preservation of its collection is also a priority for the Library. The ongoing renovations to the State House affected this effort within the Library in a variety of ways. The newly-installed HVAC system for the Library's Vault has proved to be totally inadequate in providing even the most basic climate control for the valuable documents housed there. The Library also continued to need the services of its disaster prevention team, as leaks in the roof over the fifth floor stacks in January resulted in wet books, falling plaster and the need to move books to safe spaces within the library for drying. On the positive side, air-conditioning in the main stacks and public spaces provided a comfortable environment for both books and staff during this summer.

The Library continues to act to guarantee its compliance with the Americans with Disabilities Act. A Library staff member has been designated as the coordinator of this effort, notices have been posted providing users with information about the Library's policies and procedures, a grievance procedure has been established, and plans are being made for purchase of a text telephone and other assistive devices.

As an agency in the Executive Office for Administration and Finance, the Library was surveyed by a team from Factor Management, Inc., in its effort to identify areas within executive agencies where savings could be made. Three suggestions for the Library were put forth as a result of this survey. The first suggested that the State Library be transferred from its current position in Administration and Finance to the auspices of the Secretary of State. It was further suggested that the Special Collections Department of the Library be physically relocated to the Commonwealth Museum Archives at Columbia Point. The third suggestion recommended the implementation of a CD-ROM system to expedite research for all agencies, in conjunction with bulk purchases of library legal materials as a cost-saving measure. Reactions to the report within the Library and its Board of Trustees were mixed.

The Performance Recognition Award for this year was won by Margaret Critch, Serials Cataloger in the Technical Services Department. Nominated by her colleagues, Ms. Critch was honored at a ceremony in September. Staff members were able to avail themselves of various training opportunities offered through the Bureau of

Human Resource Development. Computer skills training was also made available to the staff through courses offered as part of the Information Technology bond.

As this fiscal year ends, thanks are extended as always to the Library's Board of Trustees for their advice and support throughout the year and to the Library staff for their hard work and good service to users of the collection. We look forward to the completion of the automated catalog project in 1995 and to the matching of new technology with the Library's historic strengths.

Special Collections

The Special Collections Department of the Library is the department which is responsible for the acquisition, organization, cataloging and reference service for the Library's rare books, maps, manuscripts and visual materials. Many of the Library's most valuable and historic holdings are located in this department. The department is staffed by Special Collections Librarian Brenda Howitson and Library Technician Mary Micarelli. Claire Goodwin, an archivist-librarian, also worked in the department this year as a part-time employee. The staff of the department is responsible for service to users at the public service desk in Room 55, and this year a total of 1447 researchers used 12,394 items from Special Collections.

The department also had several volunteers who worked on various projects during the year. Two interns from the Simmons College Graduate School of Library and Information Science, Rebecca Kantor and Sueyoung Park, each completed an archival internship in the department. Ms. Kantor arranged and completed a finding aid for the records and papers of the State Library itself; these records begin in 1826, the year of the founding of the Library. Ms. Park processed the papers of Amelia Fowler and Katherine Fowler Richey, the needlewomen who preserved the collection of State House Civil War battle flags in the 1920's. The department was also fortunate to have had the services of two library science students from Germany who did several map cataloging projects during their semester in the United States. Tseng wen Shen, a retired staff member, also generously volunteered her time in the Department and cataloged Special Collections materials in a wide range of formats.

A sizeable group of manuscript collections was processed by the staff in the Department this year. Among the collections arranged were the records and papers of the Massachusetts Special Commission Relative to Divorce, the Socialist Labor Party National Board of Appeals (1891-1896), and the Dukakis/Bentsen Campaign Committee Records. Processing of the papers of individual legislators formed a large part of the work done in the Department; among those finished were the papers of Senators Richard Kraus and Bill Owens and Representatives Lawrence Alexander, Robert Ambler and Peter Vellucci.

Conservation of its materials is a priority for the Library, and a total of 498 items from both the general and special collections received treatment this year. Work done included mylar encapsulation, paper mends, spine repair and rebinding, and transfer of materials to archival storage containers. On a larger scale, concern for the Library's most valuable materials continued as the new HVAC system in the Library's Vault proved to be totally inadequate for controlling temperature and humidity in that area.

Attention was directed this year to acquiring materials for the Library's local history collection. Budget constraints during the past few years had prevented the Library from purchasing many of these publications. A number of local historical organizations generously donated their publications so that their work would be represented in the State Library's collection. A bibliography of those local history materials acquired by the Library in 1994 lists 70 plus items and shows an amazing variety of titles and subjects. From The Story of the Wayside Inn to The Saltworks of

Historic Cape Cod, the list demonstrates the activity and wide range of interest in matters historical in Massachusetts.

Requests for illustrations are a frequent occurrence in the Special Collections Department, and several indexes were compiled this year to make their location easier. Among these are an index to depictions of Massachusetts people and places from Ballou's and Gleason's Pictorials, Massachusetts Magazine, Bay State Monthly, New England Quarterly, and Old Time New England. An index to illustrations about Massachusetts was also compiled for Harper's Weekly Magazine, a large format, lavishly illustrated magazine which began in the mid 19th century. Using these indexes now makes it easy to locate illustrations which previously would have been impossible to find.

Several notable gifts were received by the Library this year. In a ceremony held in May to mark their 25th anniversary, the Doric Dames designated the Library as the repository for their papers and memorabilia. Their association with and activities in the State House make this collection an appropriate one for the Library. In addition, the family of former legislator William X. Wall began to deposit materials from his almost 40 year career in the General Court. The Library also received the papers and books of Robert H. "Tex" McClain, Jr., who generously donated them upon his retirement as Undersecretary in the Executive Office for Administration and Finance. The Library was also pleased to receive from the Brandeis University Library a set of the Early American Imprints microcard publications. This set contains reproductions of nearly 40,000 items printed in the United States prior to 1801 and greatly enhances the Library's ability to assist users seeking early items of Massachusetts history and Americana.

Materials from the Special Collections Department were used in a variety of exhibits and publications during the year. Maps and documents from the collection were requested by the Bostonian Society for inclusion in two exhibits at the Old State House. A map of Boston harbor was used by the South End Historical Society in an exhibit at the MIT Museum. The National Museum of American History, a branch of the Smithsonian, has included a copy of a map from the Library's collection in an exhibit about the history of science which will be in place for the next 15 years. State Library materials were also used in a variety of publications, including those of the National Archives, the Milwaukee County Historical Society, and the Quincy, Massachusetts, Historical Society. The National Governors' Conference, held in Boston in summer, 1994, also used materials from the Library's collection in its promotional brochures and programs.

As the year ends, the Department looks forward to the arrival of the on-line catalog with its promise of easier access to the historic resources of the Library. The Library's rich historical collections will, through the promise of computer technology, be made known to researchers and scholars far beyond the walls of the State House. We welcome this exciting change.

Technical Services Department

The Technical Services Department comprises the Serials Department and Cataloging Department. Staff members perform highly skilled cataloging functions and background steps necessary to prepare the collection materials for access by staff and users. While many of these functions are presently automated, e.g. OCLC database utilized for creating and distributing cataloging information, and Microlinx for creating and managing serials information, department staff took an eager and active interest in the Library's goal to create an online public access catalog.

Department staff were an integral part of the Library's Automation Committee and worked closely with the Library's automation consultant, Karin Begg, formerly Associate Director for Technical Services and Automation at Boston College. Discussions of previous cataloging practices and present user needs culminated in the choice of the C/W MARS network as an automation vendor. Technical Services staff, primarily the Head Cataloger, Serials Cataloger and Serials Librarian, contributed essential expertise to the task of defining technical points, such as the use of input stamps, in ongoing steps with C/W MARS representatives.

Milestones in the automation process achieved in the year included the ordering and receipt of the Library's OCLC archival tape, arranging for de-dupping and authority control processing of this tape, and taking necessary steps to capture locally those cataloging records created after the production of the archival tape. Working with the Director and with input from public services staff, the Library was cabled for the wiring necessary to support catalog terminals. These key steps were completed by Fall 1993. Department staff members, particularly the Technical Services Manager hired in January 1994, maintain active communications with our automation vendor, C/W MARS.

Progress on the online public access catalog has slowed since these initial steps were finalized. Given the nature of the Library's specialized collections and the non-circulating status of many materials, the decision has been made to delay immediate barcoding of the entire collection. Rather, the software vendor for C/W MARS, CARL (Colorado Alliance of Research Libraries), represented that its staff could create a loader program to generate barcode field information necessary to display call numbers in the State Library's automated catalog. It is the delayed delivery of this customized software that has slowed progress on the project to date.

Department members, however, continue to carry out their work as always in a professional and responsible manner. Cataloging and serials functions continue to move forward using systems presently in place. The traditional card catalog is being maintained and will continue to provide piece-level identification of Library materials until the online catalog is ready for use.

Planning for the eventual conversion to the online catalog continues. Staff members must wait for training on the C/W MARS network's bibliographic maintenance functions until the custom software is in place, but discussions of workflow adjustments and staff training priorities continue. Interim projects have been carried out to aid in this conversion process, including an inventory of the new card catalog to determine the number of records still requiring conversion to electronic format. We estimate that 27,000 items will require conversion to MARC (Machine Readable Cataloging) format. An initial 3,000 records of this group, representing Special Collections materials, were selected for conversion to MARC format by a private vendor, the Electronic Scriptorium. These records were shipped to the vendor in August 1994 and we are awaiting final word on their completion.

Technical Services staff, both catalogers and serials staff, worked with Reference Department staff to identify Massachusetts state document cataloging priorities in order to ensure that these important materials will be fully represented in the eventual online catalog. Tremendous progress has been made in eliminating the cataloging and processing backlog for state publications. These efforts resulted in 2,741 documents being processed from the backlog; original cataloging was required for 1,795 items in this group.

Similarly, the Serials staff devoted considerable time to tracking and recording title changes and publication frequencies for Massachusetts state documents. As state agencies experience staffing and mission changes, their publications reflect this alteration. The Library's Serials Librarian and the Serials Cataloger have thus ensured that these materials will be available to researchers using the upcoming online catalog.

In addition to their technical processing duties, the Technical Service Department staff members also serve at the Library's Periodical Reference Desk, thus bringing their first-hand knowledge of new materials, etc. directly to users. Activities were carried out in the Periodical Desk service area to provide better access to important microform materials. Such activities included moving microform cabinets, transferring more local newspaper titles to the public service area, and providing greater access in general to important historical newspaper sources.

Ever conscious of the Library's space constraints, department staff members have spent time to splice microfilm reels in order to save cabinet storage space.

Library users have responded enthusiastically to these changes and to the addition of improved newspaper research through the Boston Globe on CD-ROM. Many callers and users ask specifically for this resource, although the Magazine Index on CD-ROM has also boosted use of the Library's periodicals collection.

Department staff members look forward to seeing the implementation of the online catalog and are actively planning, with the Technical Services Manager, for such other improvements as a Library-centered LAN (local area network) to improve information sharing within the Library.

Statistical Report

Use Statistics

Number of information/reference requests, all departments	36,564
Number of materials used	21,303
Number of materials circulated	2,651

Interlibrary loan

Materials loaned by State Library	358
Photocopied pages supplied by State Library	4,396
Materials borrowed by State Library	409

Technical Services/Cataloging

Number of items cataloged	2,741
Number of serial titles purchased	1,184
Number of serial titles received but not purchased	790
Total number of serial titles received	1,974
Total number of serial items checked in	13,610

Library Collections

Volumes added during year	5,018
Volumes withdrawn during year	4,050
Total of increase to collection	968
Number of monographs purchased	1,203
Number of federal documents received	5,910
Number of state documents received	1,607

Conservation of Library Materials

Number of items receiving in-house treatment	498
Total number of materials in Library as of June 30, 1994 (All formats)	1,274,692

